



City of Rocklin

Community Development Dept.

3970 Rocklin Road

Rocklin, California 95677

Phone (916) 625-5160 FAX (916) 625-5195

HOME BUSINESS PERMIT

Date: _____

Applicant's Name: _____ **Phone:** _____

Location: _____ **Zip Code:** _____

Type of Business: _____

Business Name, if any: _____

This permit is

1. not transferable to another location
2. not assignable to another person
3. refers only to the business for which it is issued.

I agree to notify the City, if and when

1. I abandon the business
2. I move
3. any changes in the operation of the business occur.

The following conditions apply to all Home Businesses:

1. No activity which produces radio or TV interference, noise, glare, vibration or odor discernible beyond the site is allowed.
2. No use of utilities or community facilities (including trash disposal) beyond what is a normal residential use.
3. Issuance of a home business permit does not relieve the applicant from the duty and responsibility to comply with all other rules, regulations or laws governing the use of the property, including, but not limited to, the Uniform Building Code, Uniform Fire Code and any private restrictions relative to the property.
4. The business is restricted to the dwelling unit, accessory structure or garage (with the exception of a 10 x 20 foot space in the garage reserved for personal use), with no outside conduct of the business (except swimming lessons).

5. There shall be no outside storage, and no on-site storage of hazardous materials. Storage in the garage shall leave a 10 x 20 foot space available for personal, non-business use.
6. One individual employee not living in the residence is allowed to be present at the residence at any one time. Additional individuals may be employed who do not report to work at the residence.
7. No signs are allowed on or off premises, and no display for promotional purposes of products or equipment shall be visible from outside the home.
8. One commercial vehicle primarily associated with the business is allowed, not to exceed one ton. No more than three vehicles can be parked at any one time at the residence in connection with the business.
9. Clients or customers are allowed at the residence only between 7 AM and 10 PM.
10. The applicant must be the occupant of the home. If not the homeowner, written authorization from the owner (or designee) is required.

Cessation

1. Upon one or more complaints, a home business can be investigated to ascertain whether the conduct violates regulations set forth in the Rocklin Municipal Code or conditions of the permit. If the determination is made that a violation exists, the permittee shall be notified in writing and given an opportunity to respond. The Director shall issue a final determination and serve a copy on the permittee and complaining parties. If a violation exists, the Director shall order that the home business cease.
2. Nothing permits the conduct of a home business in violation of the conditions of the permit, or limits the right of the City to any action for a violation, regardless of the acquiescence of the neighbors.

Special Conditions

In receiving this Home Business Permit,

I acknowledge I have read the foregoing.
 I understand the terms and conditions of the permit.
 I agree to abide fully by all conditions recited above.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved by: _____ Date: _____



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**HOME
BUSINESS
APPLICATION**

Applicant's Name: _____ **Phone:** _____

Location: _____

Mailing Address: _____ **Zip Code:** _____

Type of Business: _____

Business Name, if any: _____

1. Do you own or are you renting your home? ☐ own home ☐ rent home
2. *If you do not own your own home, please submit evidence the owner/designee has given you permission to use the home for the business.*
3. Describe where on the property or in what room of the house the business will be conducted. (A 10' x 20' space in a garage must be reserved for personal use, such as the parking of an automobile). Provide a floor plan, if necessary.

4. Describe the type of business which you desire to operate in the residence, and how it will operate.

5. Specifically list the types of machinery or equipment and materials to be used in conjunction with the home business, and where this will be located, connected, and/or stored.

6. List other persons employed by the business not living in the home who would be reporting to work at the residence. Only one such employee is allowed at the residence at one time.

7. Will your business involve customers or clients coming to your home?
☐ Always ☐ Sometimes ☐ Never

How many customers or clients do you expect at any one time? _____

8. Will there be storage of products or materials? ☐ Yes ☐ No

If yes, where? Describe where on the property or within the structure, storage will occur. Include storage within a garage assuring that at least one parking space (10' x 20') is kept clear for personal use. Also, include storage that will be within a truck or other vehicle, and where that vehicle is to be kept.

9. Will there be any commercial vehicles or trailers used in conjunction with the home business?
☐ Yes ☐ No

If yes, please list below the following:

License No.: _____
Type of Vehicle: _____
Year of Vehicle: _____
Size of Vehicle: _____
Gross Weight of Vehicle: _____
Height of Vehicle: _____

Where will the vehicle be parked?

☐ Garage ☐ Street ☐ Yard ☐ Driveway

10. List and describe (license no., type of vehicle, year of vehicle, size of vehicle, etc.) of all vehicles registered with the DMV for the address of the home business regardless of if they will be used for the business.

11. How do you intend to generate business? Check each method to be used.

- | | |
|--|--|
| <input type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Telephone Soliciting |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Direct Mail Advertising |
| <input type="checkbox"/> Referral Service | <input type="checkbox"/> Catalogs, Magazines |
| <input type="checkbox"/> Distribution of Handbills | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Internet |

12. Will any CB radios or other transmitting equipment be used in conjunction with the business?

☐ Yes ☐ No

If yes, are you governed by the Federal Communications Commission? ☐ Yes ☐ No

List licensed radios or other equipment below, including call numbers.

13. Will you do any remodeling, rewiring, plumbing, or building any additions to the residence or garage in connection with the business? ☐ Yes ☐ No

If yes, please describe below:

14. Do you intend to use or store any flammable or combustible fluids or hazardous materials?

☐ Yes ☐ No

If yes, please list

Location: _____

Type of hazardous material (s): _____

Amount of material: _____

Fire Department approval is required for any storage of flammable or combustible materials.

Rocklin Fire Department: _____

(Signature)

(Title)

15. Have you confirmed with the Building Division and/or Fire Department that your home business does not conflict with the Uniform Building Code or Uniform Fire Code?

Uniform Building Code ☐ Yes ☐ No
Uniform Fire Code ☐ Yes ☐ No

Please list the person contacted.

Building Division contact: _____

Fire Department contact: _____

I understand that because a business may be permitted to be conducted within my home or garage, I may be required to have the home inspected by the building inspector, fire inspector, a representative of the Community Development Department, or any other department which may have governance or an interest in the health and safety of the occupants of the surrounding homeowners.

Upon the presentation of proper credentials, I agree to any and all necessary inspections.

I understand that the Community Development Director or designee may attach specific conditions to my home business to assure that it conforms with the Rocklin Municipal Code Section 17.78 relating to home businesses.

I understand that it is my duty and obligation to comply with all other rules, regulations, ordinances, or other laws governing the use of the premises and structures thereon, including, but not limited to, the Uniform Building Code, the Uniform Fire Code, and any private restrictions relative to the property.

I hereby affirm that the information given above is correct and complete.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved by: _____ **Date:** _____